

Union University Church

Request for Payment of Bills or Reimbursement

Your Name: _____ Date: _____

Is this a bill to be paid or a reimbursement? (Circle one.)

To whom shall the check be made out? _____

Amount: _____

For what purpose was this money used? _____

Please specify the church group (if any) which used the money: _____

Please circle where the expenditure should be deducted in the church books (if you know.)

Operating Budget:

Guest Minister Honoraria

Minister's Flex Account

Minister's Professional Expenses

Minister's Mileage Reimbursement

Music Supplies

Office Supplies

Church Center Maintenance/Repairs

Church Maintenance/Repairs

Diaconate

Coffee Hour

Board of Christian Education

Fellowship Board

Music Memorial Fund:

Bell Memorial Money

General Music Memorial Money

Other: _____

Please attach any invoices or receipts to this sheet. Return completed form to the Church Treasurer or to the Church Office.